



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

<b>PUBLIC MEETING MINUTES:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, October 1, 2008 at 9:30 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b>
<b>MINUTES APPROVED</b>	November 6, 2008

**MEMBERS PRESENT**

Michael L. McGavisk, New Castle County, Professional Member, Chairperson, Presiding  
Edward T. Hammond, Jr., Kent County, Professional Member, Vice Chairperson  
Roger Truemper, Esquire, New Castle County, Public Member  
Frani Melda, Kent County, Professional Member  
Linda Brannock, Kent County, Professional Member  
Larry Tims, New Castle County, Professional Member  
Dee Carroll, Kent County, Public Member  
Susan Mills, Sussex County, Professional Member

**MEMBERS ABSENT**

Geri Parisi, New Castle County, Professional Member  
Tammy R. Hadder, Sussex County, Professional Member  
Barbara Mitchell, Sussex County, Public Member  
Karen Hamilton, Sussex County, Professional Member

**DIVISION STAFF**

Sauna Slaughter, Administrative Specialist II

**CALL TO ORDER**

Mr. McGavisk called the meeting to order at 9:36 a.m.

**REVIEW OF MINUTES**

A motion was made by Ms. Mills, seconded by Mr. Melda, to approve the September 4, 2008 minutes as presented. Motion carried with Mr. Truemper, Mr. Tims, and Ms. Brannock abstaining.

**UNFINISHED BUSINESS**

Continuing Education Audits

The Committee reviewed the continuing education documentation that was received since the last Committee meeting. There were six licensees with deficiencies. Three were missing certificates, and the other three were short credit hours or required courses. A motion was made by Mr. Tims, seconded by Mr. Truemper, to recommend to the Real Estate Commission to send a letter to the three licensees missing certificates and allow them five days to submit their certificates. Motion unanimously carried. A motion was made by Mr. Hammond, seconded by Mr. Tims, to recommend to the Real Estate Commission to set up show cause hearings for the three licensees who were short credit hours or required courses. Motion unanimously carried. Results of the audit review will be forwarded to the Real Estate Commission for review and further action.

## **NEW BUSINESS**

### **Review of Letters of Intent and Course Evaluations**

All Letters of Intent and Course Evaluations were approved as submitted except a letter of intent from Association of Realtors, Suburban West Realtors, for Accredited Buyers Representative, taught by Frank May. A motion was made by Mr. Hammond, seconded by Mr. Tims, to reject this letter of intent because Mr. May's instructor application was reviewed at today's meeting and the Committee proposed to deny it. Mr. May does not appear to meet the requirements set forth in section 9.2 of the Education Committee Guidelines. Motion unanimously carried.

### **Review of Course Provider Applications**

A motion was made by Ms. Mills, seconded by Mr. Tims, to recommend to the Real Estate Commission approval or denial of the following items as noted below. Motion unanimously carried.

#### **Course Provider: Frederick Academy of Real Estate**

Course Title:	Serving the Unsold Seller	<b>Approved</b>
Credit Hours:	3	
Course Title:	Contracts and Contract Law	<b>Approved</b>
Credit Hours:	3	
Course Title:	Disclosure	<b>Approved</b>
Credit Hours:	3	
Course Title:	Dispute Avoidance and Resolution	<b>Approved</b>
Credit Hours:	3	

#### **Course Provider: Delaware School of Real Estate**

Course Title:	6 Hour Required Core Course for Brokers	<b>Approved</b>
Credit Hours:	6	
Course Title:	Risk Management	<b>Approved</b>
Credit Hours:	3	

#### **Course Provider: Sussex County Association of Realtors**

Course Title:	Home Inspection	<b>Approved</b>
Credit Hours:	3	
Course Title:	Legislative Update	<b>Approved</b>
Credit Hours:	3	
Course Title:	Most Common Problems with Real Estate Contracts	<b>Approved</b>
Credit Hours:	3	
Course Title:	Real Estate Concepts	<b>Approved</b>
Credit Hours:	3	
Course Title:	Broker's Core	<b>Approved</b>
Credit Hours:	6	
Course Title:	Home Inspection Report	<b>Approved</b>

Credit Hours: 3  
Course Title: Business Planning **Approved**  
Credit Hours: 3  
Course Title: Fair Housing **Approved**  
Credit Hours: 3  
Course Title: Contract Writing for the Rookie and Veteran REALTOR **Approved**  
Credit Hours: 3  
Course Title: Legislative Issues **Approved**  
Credit Hours: 3  
Course Title: Negotiating Strategies for Success **Approved**  
Credit Hours: 3  
Course Title: The "M" Word & Residential Property Transactions **Approved**  
Credit Hours: 3  
Course Title: Expand Your Market **Approved**  
Credit Hours: 3

Course Provider: Ward & Taylor

Course Title: Disclosures **Approved**  
Credit Hours: 3  
Course Title: Short Sales & Foreclosures **Approved**  
Credit Hours: 3  
Course Title: Risk Management **Approved**  
Credit Hours: 3

Course Provider: Kent County Association of REALTORS

Course Title: Understanding Short Sales **Approved**  
Credit Hours: 3  
Course Title: NAR Ethics Continuing Education **Approved**  
Credit Hours: 3

Course Provider: Coldwell Banker Residential Brokerage School of Real Estate

Course Title: Energy Smart **Approved**  
Credit Hours: 4  
Course Title: Staging to Sell **Approved**  
Credit Hours: 3

Course Provider: New Castle County Board of REALTORS

Course Title: Salesperson Required Core Course **Approved**  
Credit Hours: 3  
Course Title: Broker Required Core Course **Approved**  
Credit Hours: 6  
Course Title: Ethics – Your Promise to Professionalism **Approved**  
Credit Hours: 3

Course Provider: Sterling Education Services, Inc. **Approved as Professional Enhancement.**  
**Approved for 6 hours instead of 8 because one of the instructor applications, for Melissa Rhoads, was denied due to not meeting the five years experience requirement.**

Course Title: Drafting and Enforcing Commercial Leases  
Credit Hours: 8

Course Provider: Lorman Business Center, Inc. dba Lorman Education Services **Approved as Professional Enhancement. Approved for 7 hours instead of 8. Per agenda the course is only 7 hours due to the 1 hour lunch break.**

Course Title: Landlord and Tenant Law  
Credit Hours: 8

A motion was made by Mr. Tims, seconded by Ms. Brannock, to recommend to the Real Estate Commission approval or denial of the following items as noted below. Motion unanimously carried.

Susan Woods     **Approved**

Pre-Licensing: Orientation/Real Estate Mathematics

Frank May     **Denied- Doesn't appear to meet requirements. He can resubmit if he is a designated real estate instructor through the Real Estate Educators Association**

Continuing Education: Agency Relationships and Responsibilities/

Professional Enhancement: Accredited Buyer Representative

Jason Giles     **Approved**

Continuing Education: Agency Relationships and Responsibilities/Real

Estate Ethics or Professional Standards

Rick Allamong     **Approved**

Continuing Education: Fair Housing Law/Agency Relationships and  
Responsibilities/Broker Core Course

Pre-Licensing: Orientation/Real Estate Sales

Broker's Course: Brokerage (Sales Management)

William Ward     **Approved**

Continuing Education: Federal, State or Local Legislative Issues/Fair  
Housing Law/Anti-Trust Law/Real Estate Ethics or Professional  
Standards/Agency Relationships and Responsibilities/Salesperson  
Core Course/Professional Enhancement: Quirks in Real  
Estate/Contracts/Licensing Laws/Practical Resolution to Problems/  
Disclosure/Short Sales and Foreclosures/Risk  
Management/Understanding the Agreement of Sale/New  
Agency/Agency Law

Pre-Licensing: Real Estate Law

Lyn Manning     **Approved – Professional Enhancement courses only**

Continuing Education: Professional Enhancement: Staging to Sell

Candace Lightner     **Approved**

Continuing Education: Professional Enhancement: Energy Smart

Michael Busenkell     **Approved for all but Property Management Course**

Continuing Education: Agency Relationships and Responsibilities/~~Property~~  
~~Management Courses~~/Professional Enhancement: Drafting and  
Enforcing Commercial Leases/Commercial Landlord Tenant  
Law/Bankruptcy

John Newcomer     **Approved**

Continuing Education: Agency Relationships and Responsibilities/Property  
Management Courses/Professional Enhancement: Drafting and  
Enforcing Commercial Leases

Lacy Holly III     **Approved**

Continuing Education: Real Estate Ethics or Professional  
Standards/Professional Enhancement: Drafting and Enforcing  
Commercial Leases

Pre-Licensing: Real Estate Law/Real Estate Mathematics

Broker's Core: Real Estate Documents/Ethics/Mathematics

Melissa Rhoads     **Denied – Does not have five years experience**

Continuing Education: Agency Relationships and Responsibilities/Property  
Management Courses/Professional Enhancement: Drafting and  
Enforcing Commercial Leases

Jackson Shrum     **Approved**

Continuing Education: Federal, State or Local Legislative Issues/Fair  
Housing Law

Review Student Requests for Approval of Educational Activity

A motion was made by Mr. Truemper, seconded by Mr. Tims, to recommend to the Real Estate Commission approval of the following items. Motion unanimously carried.

Student: John Carruthers     **Approved**  
Title: Contract to Settlement  
Credit Hours: 3

Student: John Carruthers     **Approved**  
Title: Real Estate Brokerage Management  
Credit Hours: 8

**Correspondence**

Review Letter from Michael Spillane Regarding Annual Seminar Credit

The Committee reviewed a letter from Michael Spillane in which he explained the reason he arrived late for Annual Seminar and he requested to receive credit for attending. Mr. Tims made a motion, seconded by Mr. Truemper, to deny the request for credit to be granted for attendance. Motion unanimously carried.

Review Letter from Joyce Hamid Regarding Annual Seminar Credit

The Committee reviewed a letter from Joyce Hamid in which she explained the reason he arrived late for Annual Seminar and she requested to receive credit for attending. Mr. Tims made a motion, seconded by Mr. Truemper, to deny the request for credit to be granted for attendance. Motion unanimously carried.

Review Letter from Mary Harris Regarding Annual Seminar Credit

The Committee reviewed a letter from Mary Harris in which she explained the reason he arrived late for Annual Seminar and she requested to receive credit for attending. Mr. Tims made a motion, seconded by Mr. Truemper, to deny the request for credit to be granted for attendance. Motion unanimously carried.

Review Fax from Bruce Moore Regarding CE Required for 2009 License Renewal

The Committee reviewed a fax from Licensee Bruce Moore. Mr. Moore requested that the Education Committee review a list of courses he took for licensure in Maryland and advise him which courses would be acceptable for licensure renewal in Delaware. Mr. Moore has two Maryland courses, totaling six credit hours that can be used towards the required elective credits needed for licensure renewal in Delaware.

Review Updated General Exam Content Outlines for Salespersons and Brokers

The Committee reviewed a handout of the updated general exam content outlines for salespersons and brokers. The Committee decided that a copy of the handout should be forwarded to all of the Delaware Real Estate Schools.

**Other Business Before the Committee** (for discussion only)

At their meeting on September 11, 2008, the Real Estate Commission requested that the Education Committee have further discussion regarding salespersons and brokers being able to use the 99 hour broker licensing course to satisfy the 15 hours of required CE. After some discussion, a motion was made by Mr. Tims, seconded by Mr. Truemper, to allow salespersons and brokers to use the 99 hour broker course to satisfy the 15 hours of required CE for the period in which it is earned in, and instructors should also receive credit for the first time they instruct it in each licensing period. Motion unanimously carried.

### **Public Comment**

There was no public comment.

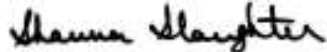
### **Next Scheduled Meeting**

The next meeting will be held on Thursday, November 6, 2008 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

### **Adjournment**

There being no further business, Mr. Truemper made a motion, seconded by Mr. Hammond, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 11:44 a.m.

Respectfully submitted,



Shauna Slaughter  
Administrative Specialist II